

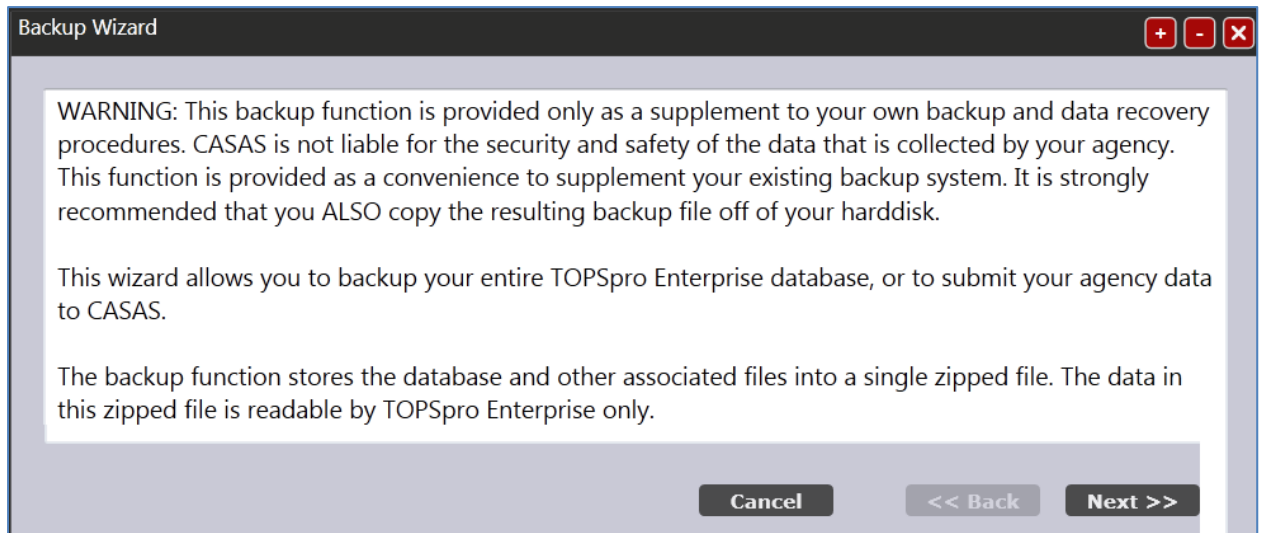
Instructions for Quarterly Submission

The instructions below are only for TOPSpro Enterprise (TE) Desktop users. For TE Desktop users, please follow the directions below to submit quarterly data. If using TE Online, there is no need to “submit” data as CASAS has access to the online database. For TE Online users, ending your agency’s quarterly Data Integrity Report on or before the quarterly deadline via e-mail, mail, or fax indicates that your data is ready for quarterly submission.

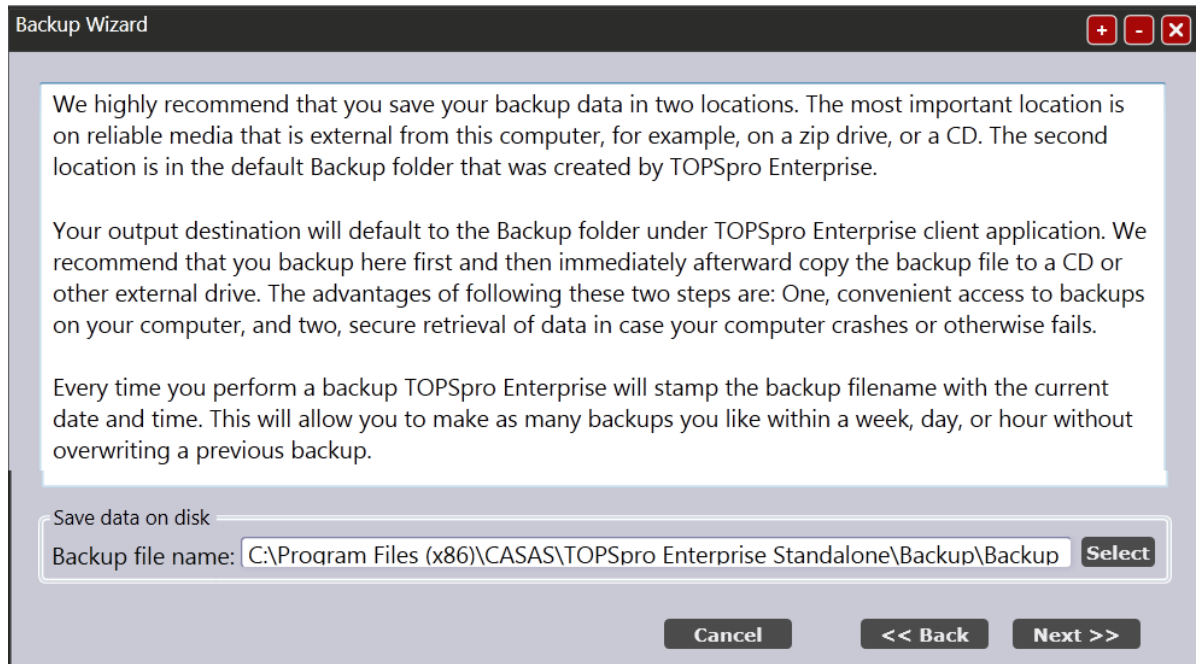
1. On the Tools menu, select Backup wizard.



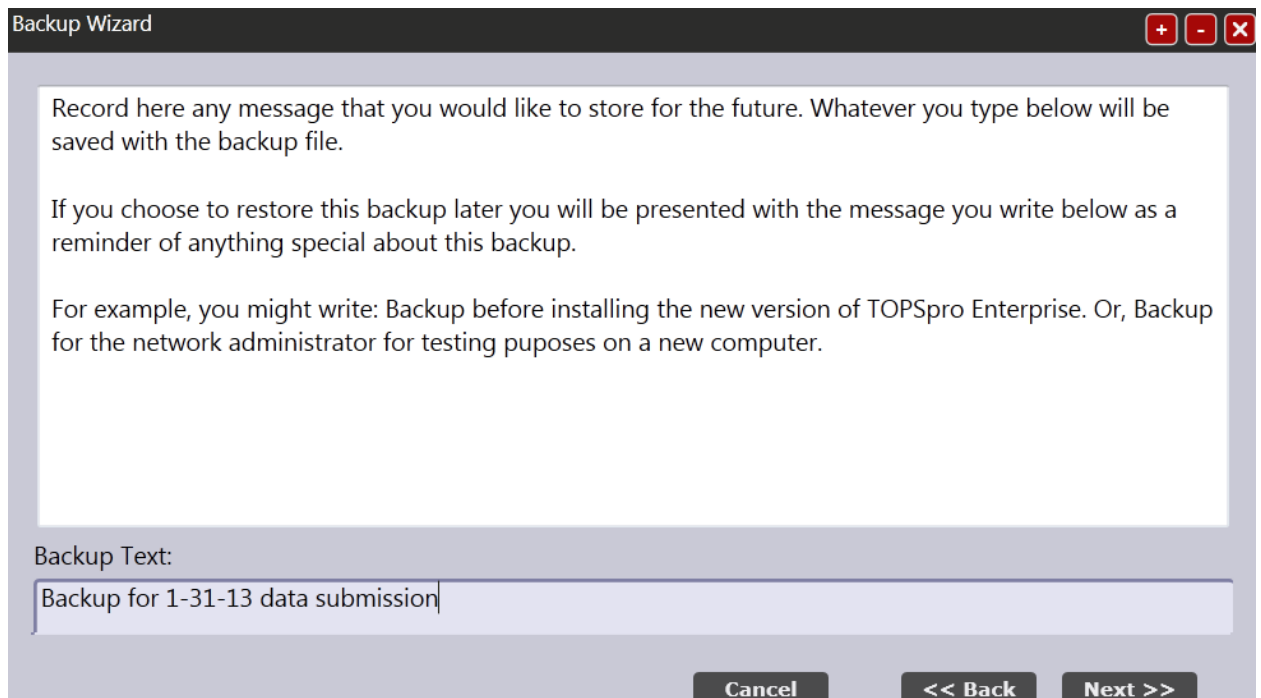
2. On the first screen, click Next.



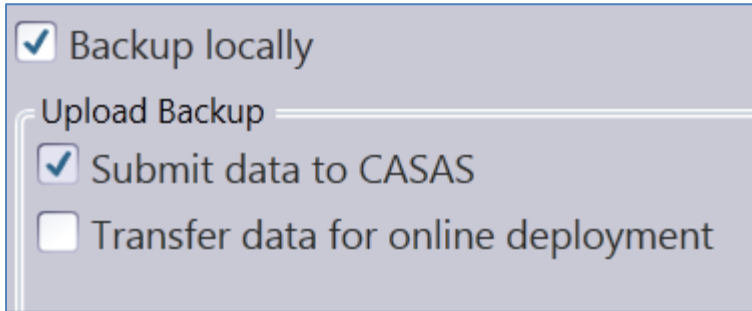
3. Select a location to save the resulting backup file and then click Next.



4. Add any notes about the file under "Backup notes" and then click Next.



5. Ensure the two boxes below are checked, and then click Finish.



The image shows a screenshot of a software dialog box with a light gray background and a blue border. At the top, there is a checked checkbox followed by the text "Backup locally". Below this, there is a section header "Upload Backup" with a horizontal line underneath. Underneath the header, there are two more checkboxes: the first is checked and followed by "Submit data to CASAS", and the second is unchecked and followed by "Transfer data for online deployment".

- a. Backup locally creates a backup file of your data.
- b. Submit data to CASAS transmits this backup file to the CASAS server in addition to creating your local backup file.